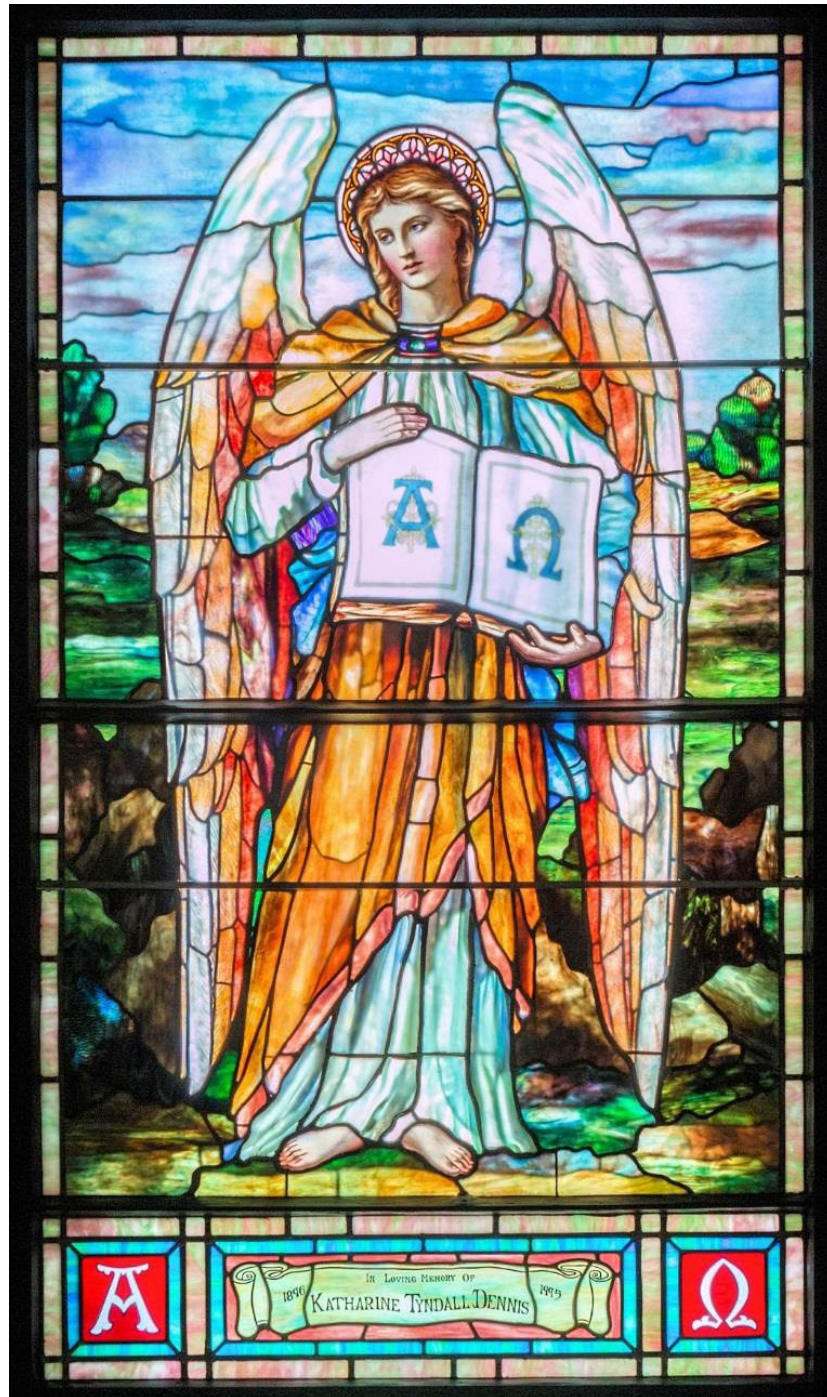


# THE OMEGA FILE

ST. JAMES'S LIFE-PLANNING AID FOR PARISHIONERS AND THEIR FAMILIES



*[Jesus said,] "I am the Alpha and the Omega,  
the First and the Last, the Beginning and the End."*

*Revelation 22:13*



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REVISED MARCH 2024

## INTRODUCTION

- THE OMEGA FILE is a planning and documentation tool for parishioners offered by St. James's to help bring peace to you and your loved ones during stressful times. Please return all applicable forms to St. James's and keep copies for yourself. The forms may be sent to Donna Ellis, St. James's Episcopal Church, 1205 W. Franklin Street, Richmond, VA 23220 or dellis@doers.org.
- Please note that THE OMEGA FILE is not a legal document, and does not take the place of a will. Put your copy of the OMEGA FILE in a safe place accessible and known to your next of kin and/or executor. Safe deposit boxes are not a good place to leave the documents that need to be used immediately. They are sealed at a person's death.
- We know that the work of end of life planning is emotionally and spiritually draining. The clergy are here to support you. Please reach out to any of the clergy if we can support you during this process.

The Reverend Penny Nash, pnash@doers.org

The Reverend Amelia Arthur, aarthur@doers.org

The Reverend Blake Singer, bsinger@doers.org

- By planning and preparing for death, we honor our family and demonstrate our values by serving those individuals and organizations that have meaning in our life. Please make or update your will and give prayerful consideration to including a bequest or end-of-life gift to The St. James's Endowment Fund, Incorporated. For more information about end-of-life planning and/or charitable giving, contact:

Grace Barrett, Director of Stewardship

804-355-1779, ext. 317 or gbarrett@doers.org

- The St. James's Legacy Society has been established to recognize the stewards of St. James's who have made provisions for the future of this parish. These estate gifts to the St. James's Endowment Fund, Incorporated, include will bequests, special end-of-life gifts, or life income gifts. This group of people will be recognized periodically in appreciation for their devotion to St. James's and its ministry. If a donor prefers to remain anonymous, such a request will gladly be honored. For planning purposes, it is helpful to St. James's and the Endowment Fund to know of your plans for the future of St. James's.
- *"The Minister of the Congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the wellbeing of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses."* ~ *The Book of Common Prayer, page 445.*

# FUNERAL INFORMATION

PLEASE MAIL OR DELIVER A SIGNED  
COPY OF THIS SECTION TO:

THE RECTOR  
ST. JAMES'S EPISCOPAL CHURCH  
1205 WEST FRANKLIN STREET  
RICHMOND, VA 23220

Date: \_\_\_\_\_

**My Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

**Medical directives you would like to make known to the clergy of St. James's:**

\_\_\_\_\_

**Location of advance plans for my funeral and burial:** \_\_\_\_\_

\_\_\_\_\_

**The first person to notify of my illness or death:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

**The person responsible for making plans for my funeral and burial:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

**Funeral director, if applicable:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Date arrangements made: \_\_\_\_\_

Arrangements made with this funeral director:

I am to be an organ donor: \_\_\_ Yes \_\_\_ No. If yes, the particulars of which are known to, or recorded at: \_\_\_\_\_

**Cremation:**

If cremated, where do you wish for your ashes to be interred or disposed of?

\_\_\_\_\_ St. James's Memorial Garden (see following pages on information and forms for the St. James's Memorial Garden)

\_\_\_\_\_ Other location

Name and address of other location: \_\_\_\_\_

My ashes are to be buried or disposed of in the following manner (Note: Cremation does not affect the nature of service or the place of burial.): \_\_\_\_\_

**Coffin:**

If not cremated, where would you like to be buried?

\_\_\_\_\_  
\_\_\_\_\_

The legal description of my cemetery lot is: \_\_\_\_\_

Coffin specifications: \_\_\_ least expensive \_\_\_ mid-range \_\_\_ elaborate

My wishes for the headstone, ground plaque, and epitaph are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_ do \_\_\_ do not wish to have my coffin open when my friends visit.

(Note: the Book of Common Prayers states that "the coffin is to be closed before the service, and it remains closed thereafter.")

On my coffin at the **grave**, please use the:

\_\_\_ Church's pall

\_\_\_ American flag

\_\_\_ fresh flowers

\_\_\_ evergreens in a blanket.

(Note: it is appropriate that the church's pall be used inside the church)

**Reception:**

I would like to have visitors received at \_\_\_ my home, \_\_\_ the funeral home, or here:

\_\_\_\_\_  
\_\_\_\_\_

**MY FUNERAL SERVICE**

If it pleases my family I would like the following type of funeral service:

<input type="checkbox"/>	Rite I or Rite II
<input type="checkbox"/>	Burial Office only
<input type="checkbox"/>	Burial Office and Eucharist
<input type="checkbox"/>	Church service with burial immediately following for family and friends
<input type="checkbox"/>	Church service for family and friends with private burial later for family only
<input type="checkbox"/>	Memorial service in church with burial either public or private as my family prefers
<input type="checkbox"/>	Graveside service only

Other requests: \_\_\_\_\_

**Suggested Old Testament Readings (Choose 1)**

- Isaiah 25:6-9 (*"He will swallow up death for ever..."*)
- Isaiah 61:1-3 (*"To comfort those who mourn..."*)
- Lamentations 3:22-26,31-33 (*"The Lord is good to those who wait for him..."*)
- Wisdom 3:1-5,9 (*"The souls of the righteous are in the hands of God..."*)
- Job 19:21-27a (*"I know that my Redeemer lives..."*)
- Other: \_\_\_\_\_

**Suggestions New Testament Readings (Choose 1)**

- Romans 8:14-19,34-35,37-39 (*"The glory that shall be revealed..."*)
- Corinthians 15:20-26,35-38,42-44,53-58 (*"The imperishable body..."*)
- 2 Corinthians 4:16--5:9 (*"Things that are unseen are eternal..."*)
- 1 John 3:1-2 (*"We shall be like him..."*)
- Revelation 7:9-17 (*"God will wipe away every tear..."*)
- Revelation 21:2-7 (*"Behold, I make all things new..."*)
- Other: \_\_\_\_\_

**Suggestions Gospel Readings (Choose 1)**

- John 5:24-27 (*"He who believes has everlasting life..."*)
- John 6:37-40 (*"All that the Father gives me will come to me..."*)
- John 10:11-16 (*"I am the good shepherd..."*)
- John 11:21-27 (*"I am the resurrection and the life..."*)
- John 14:1-6 (*"In my Father's house are many rooms..."*)
- Other: \_\_\_\_\_

**Suggested Psalms to follow the Old Testament and New Testament readings:**

- |                                    |                                       |                                    |
|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Psalm 42  | <input type="checkbox"/> Psalm 130    | <input type="checkbox"/> Psalm 27  |
| <input type="checkbox"/> Psalm 46  | <input type="checkbox"/> Psalm 139    | <input type="checkbox"/> Psalm 116 |
| <input type="checkbox"/> Psalm 90  | <input type="checkbox"/> Psalm 23     | <input type="checkbox"/> Psalm 106 |
| <input type="checkbox"/> Psalm 121 | <input type="checkbox"/> Psalm 23 KJV | <input type="checkbox"/> Other     |

**Suggestions for Hymns:**

- |  |  |
|--|--|
| 179 – Welcome, happy morning             | 561 – Stand up, stand up, for Jesus    |
| 208 – The strife is o'er                 | 562 – Onward Christian soldiers        |
| 287 – For all the saints                 | 579 – Almighty Father, strong to save" |
| 293 – I sing a song of the saints of God | 608 – Eternal Father, strong to save   |
| 304 – I come with joy to meet my Lord    | 625 – Ye holy angels bright"           |
| 390 – Praise to the Lord, the Almighty   | 645 – The King of love my shepherd is  |
| 405 – All things bright and beautiful    | 657 – Love divine, all loves excelling |
| 416 – For the beauty of the earth        | 662 – Abide with me                    |
| 460 – Alleluia! Sing to Jesus!           | 671 – Amazing grace                    |
| 473 – Lift high the cross                | 680 – O God, our help in ages past     |
| 482 – Lord of all hopefulness            | 690 – Guide me, O thou great Jehovah   |
| 518 – Christ is made the sure foundation | I vow to thee, my country (Holst)      |
| 522 – Glorious things of Thee are        | In our day of thanksgiving (Strutt)    |
| spoken 555 – Lead on, O King eternal     | On our way rejoicing (Havergal)        |
- Hymn Preference



**Service Participants:**

I would like the following clergy to assist at my service: \_\_\_\_\_  
\_\_\_\_\_

If it suits my family, I would like the following people to be invited to be pallbearers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

You may want to offer suggestions for some of the participants in the church service. If not, the church will gladly have trained parishioners to take care of these for you.

Crucifer (1) \_\_\_\_\_

Acolytes (2) \_\_\_\_\_

Readers (1, 2 or 3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lay Eucharistic Minister \_\_\_\_\_

Ushers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other:**

In lieu of flowers, I would like memorial gifts in my name to:

\_\_\_\_\_  
\_\_\_\_\_

Special requests to my church and my clergy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My obituary should be in the following newspapers: \_\_\_\_\_  
\_\_\_\_\_

**Special words for my survivors:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Obituary notice:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**MEMORIAL GARDEN**  
**VESTRY POLICY FOR THE TERMS AND CONDITIONS**  
**BURIAL OF CREMATED REMAINS**  
**IN THE ST. JAMES'S MEMORIAL GARDEN**  
**(MOST RECENT POLICY REVISION: MAY 17, 2016)**

Definitions:

**“Church”** refers to St. James’s Episcopal Church and includes the Clergy, Vestry, Wardens, employees, members and/or agents of St. James’s Episcopal Church.

**“Garden”** is the Memorial Garden on the grounds of the church

**“Immediate family”** includes the spouses, children, parents, brothers, and sisters of members or of former members of the church.

The Memorial Garden at St. James’s Episcopal Church on West Franklin Street in the City of Richmond, Virginia has been established for the burial of cremated remains.

The Rector, Vestry, and Wardens of the church have full custody and control of the Garden and its use.

Only cremated human remains may be buried in the Garden. The cremated remains shall be buried directly in the earth. After burial, the remains will not be recoverable, nor will they be preserved in any manner.

The cremated remains shall be those of Church members, the immediate families of Church members, former Church members, and others designated by the Rector as may be pastorally appropriate.

Arrangements for the interment of ashes and for funeral or memorial services shall be made with the Rector.

A fee in an amount set by the Vestry is requested for each interment. The current fee is \$1,200.00, unless the parishioner is a member of the Whitlock Legacy Society and has made their estate plans known to St. James's. The fee includes: the interment of ashes, engraving the stone marker, creating a page in the Book of Remembrance, and the perpetual care of the Garden. Memorials honoring the deceased will always be welcome as an additional means of ensuring the long-term care of the Garden.

No Property right of any kind in the Garden shall be acquired by the making of a payment of any amount. Except for the stone markers, no memorial, permanent or temporary, shall be placed in the Garden.

Application for the interment of ashes in the Garden may be made at the time of need by the next of kin or pre-arrangement may be made for burial in the Garden by completing an application form in duplicate.

**APPLICATION FOR  
THE BURIAL OF CREMATED REMAINS IN THE  
MEMORIAL GARDEN AT  
ST. JAMES'S EPISCOPAL CHURCH**

I hereby request the burial of the cremated remains of

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(Full name of individual whose remains are to be buried)

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(Place and date of birth of the individual named above)

Attached hereto is payment of the fee of \$ 1,200.00.  
No fee is required for members of the Whitlock Legacy Society.

I have read and understand the  
Vestry Policy for the Terms and Conditions for the Burial of Cremated Remains in  
the St. James's Memorial Garden.

I accept these terms and conditions.

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(Signature of applicant/donor)

Date

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(Signature of witness)

Date

**ACCEPTANCE OF APPLICATION**

St. James's Episcopal Church acknowledges receipt of the above application and payment, if applicable, in the sum of \$1,200. Permission is hereby granted for the burial of the cremated remains of the individual named above under the Terms and Conditions of the Vestry Policy for the terms and conditions referenced above.

For St. James's Episcopal Church:

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(Signature)

(Title)

(Date)

**ST. JAMES'S EPISCOPAL CHURCH  
MEMORIAL GARDEN REMEMBRANCE ARCHIVE**

Full Name of Decedent: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Date of Interment: \_\_\_\_\_

Relationship of Decedent to St. James's Episcopal Church:

(Please note the names of relatives or other relationships connecting the decedent to St. James's, including information about decedent's baptism, confirmation, marriage or other ceremonies performed at St. James's or by the clergy of St. James's and activities while a parishioner.)

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Contact information (names, addresses, telephone numbers, email) for living relatives, in the event a representative of St. James wishes to contact a family member or friend in the future with respect to the Memorial Garden:

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## LEGACY GIVING AT ST. JAMES'S

### **WHAT IS THE ST. JAMES'S ENDOWMENT FUND?**

The St. James's Endowment Fund, Incorporated, a nonprofit corporation, was established by the St. James's Vestry in 1957. The St. James's Endowment Fund, Inc. is managed by a board of trustees composed of the Rector and nine lay trustees, all of whom must have served previously on the Vestry. Each lay trustee is a voting member of the board. Trustees include the Senior Warden, the Junior Warden, one trustee selected by the Vestry and six permanent trustees elected by the board of trustees.

From the unrestricted portion of the endowment fund, the trustees distribute to the Vestry each year a grant equal to 4% of the three-year rolling average value of the unrestricted endowment fund, net of fees, to be expended in the discretion of the Vestry for the needs of the church.

In addition to the unrestricted endowment fund, the trustees manage several restricted endowed funds:

- Church Operating Fund (a new fund enabling contributors to perpetuate their annual pledge to St. James's after death by distributing 4% of the three-year rolling average value of such fund, net of fees, to the Vestry each year to meet annual budget expenses)
- Music and Worship Fund (distributions made to support St. James's music program upon request of Rector, Senior Warden and Director of Music)
- Anderson Horan Fund (Rector's discretionary fund)
- Scott-Taliaferro Fund (provides college scholarships for current members of St. James's)

### **What is the St. James's Whitlock Legacy Society?**

The Whitlock Legacy Society is named in honor of Elizabeth Whitlock, who left a gift of \$5,000 to St. James's upon her death in 1930. This was the first bequest to St. James's. The Whitlock Legacy Society provides a means of recognizing the stewards of St. James's who have made provisions for the future of this parish by arranging a Will bequest or other end of life gift to the St. James's Endowment Fund or by making an outright gift to the Endowment Fund during their lifetime. These gifts can be for any amount, and the donors will be a part of the Whitlock Legacy Society as soon as they make known their plans to donate such a gift. This group of people will be recognized annually in appreciation for their devotion to St. James's and their faith in this parish. If a donor prefers, the gift will remain anonymous. As we plan for the future, it is helpful to St. James's and the Endowment Fund to know of your plans for the future of St. James's.

St. James's is dedicated to helping each person achieve a closer relationship with God through a deeper understanding of God's love. By building on the foundation of our church and giving to benefit future generations, we practice responsible stewardship of all that God has entrusted to us.

### **How do I make a gift to the St. James's Endowment Fund?**

First you should contact your attorney or financial advisor. Guidance and referrals are also available from the Stewardship and Development office at St. James's. St. James's is not engaged in providing legal or tax advice. The ways to give include:

- **Outright Lifetime Gifts** of cash, securities or other valuables.
- **Bequests** are made by naming St. James's Endowment Fund, Incorporated, as a beneficiary in your Will, codicil, or trust agreement.
- **Life Insurance** policies may name St. James's Endowment Fund, Incorporated, as beneficiary and as the owner for which you pay the premiums.
- **Charitable Gift Annuity** guarantees a fixed annual payment to the donor or designee for life in exchange for the donor's transfer of a certain amount of cash or securities to the church. The asset is an immediate tax deduction, and a part of the income received by the donor each year may be tax free.
- **Charitable Remainder Trust** allows the donor to transfer appreciated assets to the trust and receive a charitable income or estate tax deduction. An annuity or unit trust amount is paid to an individual beneficiary for a term of years or until death at which time the assets are distributed to St. James's Endowment Fund free of estate taxes.
- **Charitable Lead Trust** allows the donor to provide for the Endowment Fund for a predetermined number of years. At the end of the period, the assets will pass to the donor's designee at a reduced gift tax rate.
- **Retirement Plan Benefits and IRAs** designating the St. James's Endowment Fund, Incorporated, as beneficiary will pass funds to the Endowment Fund free of income tax and estate tax.

**WHERE CAN I GET MORE INFORMATION ABOUT LEGACY GIVING?**

Contact Grace Barrett  
Director of Stewardship at St. James's  
355-1779, ext. 317 or [gbarrett@doers.org](mailto:gbarrett@doers.org).

## LEGACY GIFT FOR THE FUTURE OF ST. JAMES'S

TO: St. James's Episcopal Church and The St. James's Endowment Fund,  
Incorporated FROM: \_\_\_\_\_

A. I/we am/are pleased to inform you of my/our legacy gift for the future life and ministry at St. James's, which will be made to the St. James's Endowment Fund, Inc. My/our gift is one of the following:

A bequest by will or a trust distribution naming St. James's Endowment Fund, Inc. as a beneficiary (contingent or otherwise).

Another type of legacy gift as described below — e.g., beneficiary designation of a retirement plan, gift of paid-up life insurance policy, or life income gift.

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B. The estimated value of this in today's dollars of my/our legacy gift is \$\_\_\_\_\_

C. I/we would like to be enrolled in the Whitlock Legacy Society, which honors those who have made legacy commitments to St. James's.

I/we give permission for our name(s) to be included in the Whitlock Legacy Society.

I/we would prefer to remain anonymous.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This information will remain confidential.  
It will be acknowledged and a copy of this form returned to you for your files.**

Please return a signed copy of this to:

Grace Barrett, Director of Stewardship  
St. James's Episcopal Church  
1205 West Franklin Street, Richmond, VA 23220